

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01N
		Date of Doc	08/01/2024
		Rev No	00
	RECRUITMENT POLICY	Supersede	00

1. Objective and Purpose of the Policy:

Unitech Plasto Components is committed to respecting and protecting the fundamental human rights of Recruitment to all employees and stakeholders, in compliance with relevant laws and regulations.

2. Scope of the Policy:

This policy applies to all the employees including contract employees who were employed in the Unitech Plasto components and its operation.

3. Policy/Guidelines:

Unitech Plasto components recruitment policy has a clear set of points for hiring,

- Unitech Plasto Components ensure that the right and meritorious candidate is hired through the recruitment process and it also ensures that the most suitable candidate is identified.
- Providing equal opportunities: Recruitment, promotions, and career development are based on merit, not gender.
- Non-Discrimination: All employees are protected from gender-based discrimination, harassment, and bias.
- The recruitment and selection of candidates happen in a professional way and by following the rules and regulations under employment legislation.
- All its employees involved in the recruitment and selection process are well trained. The company provides training to all its employees to make them satisfied that they are well trained to carry on recruitment and they comply with the regulations under the policy.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01N
		Date of Doc	08/01/2024
		Rev No	00
	RECRUITMENT POLICY	Supersede	00

- We carry out the process in a transparent and effective manner wherein all candidates are treated equally and fairly.
- A close relationship with any of the candidates applying for any position in the company must make sure that it is declared by the employee at the beginning of the recruitment process and he/she will not be involved in any decision-making process.
- We involve in attracting top-quality candidates.
- We promote a diverse and inclusive hiring process.

4. Recruitment Procedure

4.1 Requisition & Approval

- Department identifies the need for a new hire.
- Hiring manager submits a Recruitment Requisition Form to HR with:
 - Job Title & Description
 - Number of positions
 - Skills & Qualifications required
 - Expected joining date
- HR reviews and seeks management approval for the position.

4.2 Job Advertisement & Sourcing

- Job vacancies are advertised through:
 - Company website / career portal
 - Job portals / social media
 - Employee referrals / internal posting
 - Recruitment agencies may be engaged if required.

4.3 Screening & Shortlisting

- HR screens applications for minimum eligibility and qualifications.
- Shortlisted candidates are forwarded to the Hiring Manager.
-

4.4 Selection Process

- Selection may include:
 - Written tests or skill assessments

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01N
		Date of Doc	08/01/2024
	RECRUITMENT POLICY	Rev No	00
		Supersede	00

- Interviews (Technical / HR / Behavioral)
- Background checks / reference checks
- For specialized positions, additional tests may be conducted.

4.5 Offer & Joining

- HR issues Offer Letter / Appointment Letter stating:
 - Job title & description
 - Reporting manager & department
 - Salary & benefits
 - Probation period (if applicable)
 - Terms & conditions of employment
- Candidate must sign and return the offer letter.
- HR coordinates joining formalities, including document verification, age verification, and compliance with policies (Child Labour, Forced Labour, FOA).

4.6 Induction & Onboarding

- HR organizes orientation / induction program covering:
 - Company policies & code of conduct
 - Safety & compliance training
 - Job-specific procedures and systems
- Employee records are maintained in the HR database.

5. Age & Identity Verification

- HR must **verify age and identity documents** for all hires before joining.
- Employees below legal working age are **not employed**, in compliance with laws and company SOP.

6. Non-Discrimination & Equal Opportunity

- Recruitment decisions are based solely on merit, capability, and suitability for the position.
- HR ensures gender equality, diversity, and inclusion in the selection process.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01N
		Date of Doc	08/01/2024
		Rev No	00
	RECRUITMENT POLICY	Supersede	00

7. Confidentiality

- Candidate data is treated as confidential.
- Only authorized personnel have access to recruitment records.

8. Review of Policy:

This policy will be reviewed annually and adjusted as needed to remain aligned with legal requirements and best practices.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		